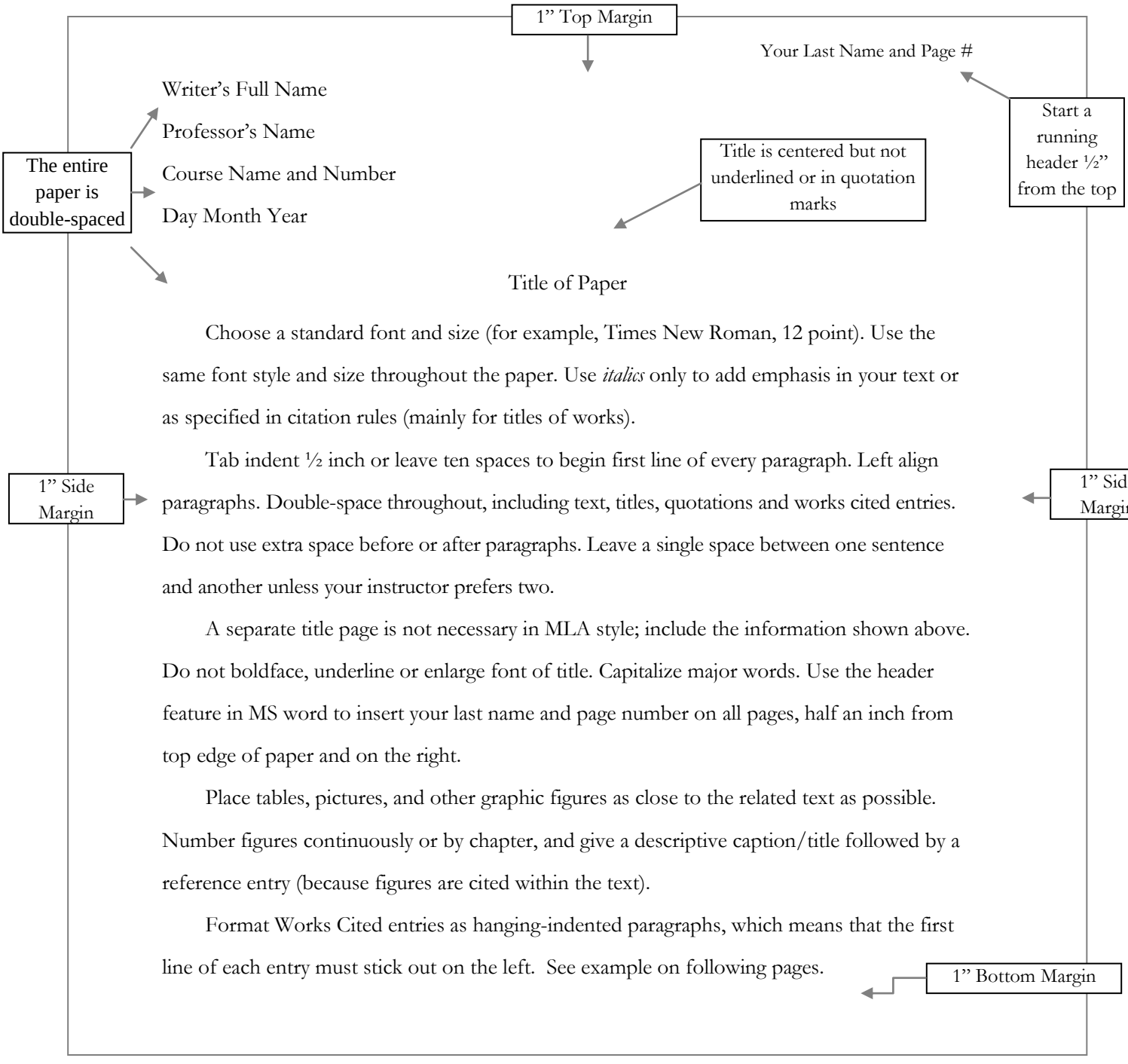
MLA FORMAT AND IN-TEXT CITATION

This brief handout was compiled using the MLA Handbook, seventh edition Examples were adapted from various sources and revised April, 2010. For further information, please refer to the MLA handbook. The MLA formatting and citation style is commonly used in the humanities.

THE FIRST PAGE

Below is a diagram of the first page of an MLA formatted paper.


1" Top Margin
Your Last Name and Page #
Start a running header ½" from the top
Writer's Full Name
Professor's Name
Course Name and Number
Day Month Year
The entire paper is double-spaced
Title is centered but not underlined or in quotation marks
Title of Paper
Choose a standard font and size (for example, Times New Roman, 12 point). Use the same font style and size throughout the paper. Use *italics* only to add emphasis in your text or as specified in citation rules (mainly for titles of works).
Tab indent ½ inch or leave ten spaces to begin first line of every paragraph. Left align paragraphs. Double-space throughout, including text, titles, quotations and works cited entries. Do not use extra space before or after paragraphs. Leave a single space between one sentence and another unless your instructor prefers two.
A separate title page is not necessary in MLA style; include the information shown above. Do not boldface, underline or enlarge font of title. Capitalize major words. Use the header feature in MS word to insert your last name and page number on all pages, half an inch from top edge of paper and on the right.
Place tables, pictures, and other graphic figures as close to the related text as possible. Number figures continuously or by chapter, and give a descriptive caption/title followed by a reference entry (because figures are cited within the text).
Format Works Cited entries as hanging-indented paragraphs, which means that the first line of each entry must stick out on the left. See example on following pages.
1" Side Margin
1" Side Margin
1" Bottom Margin

IN-TEXT CITATIONS

In-text citation is a brief reference to the source of other writers' words or ideas included in your text. This reference is meant to help the reader locate the corresponding Works Cited entry.

ONE WORK BY ONE AUTHOR WITH A PAGE NUMBER	*One of the paradoxes of democracy is that "individual freedom is possible when there is discipline regulated by the society" (Doe 23)*
ONE WORK BY ONE AUTHOR WITHOUT A PAGE NUMBER	*John Doe discusses this paradox of democracy when "individual freedom is possible when there is discipline regulated by the society" (23).*
MULTIPLE WORKS BY THE SAME AUTHOR	If you cite two or more works by the same author, add the title of the work between author name and page reference. Shorten title using key word(s) if it is long. *(Doe,* Policy *23).*
ONE WORK BY UP TO THREE AUTHORS	Cite all authors: *(Doe, Smith, and Williams 183-84)*
THREE OR MORE AUTHORS	Either write list all names or the first author's last name followed by "et al.". Do not use a period after "et" or a comma after "al." *Doe, Smith, and Williams argued that technology is not value-free (122).* *Technology is not value free (Doe et al. 122).*
ELECTRONIC AND OTHER NON-PRINT SOURCES WITHOUT PAGE NUMBERS	Try to give the section or paragraph number and indicate that the number does not refer to a page. You need not give page number of a one-page source. *(Doe, par. 3)* or *(Myth of Poverty, sec. 3)*
INDIRECT SOURCE	On occasion an author will quote another author/text. *Researchers Botan and McCreadie point out that "workers are objects of information collection without participating in the process of exchanging the information . . ." (qtd. in Kizza and Ssanyu 14).*
PERSONAL COMMUNICATION	You do not need to create separate bibliographic entry for it in the Works Cited section. *In an email John Brown sent me, he asserted that "global warming is not just a fact, it is the most severe threat to mankind" (July 13, 2007).*

OTHER RESOURCES

- Online Citation Generators: While there are a growing number of useful electronic tools to help you create your MLA citations (such as RefWorks, available through the USF library website), be aware that you must still understand how the citation process functions. Without this understanding, these tools can easily provide you with incorrect citation formatting.
- The USF Library website for citing sources and RefWorks: http://guides.lib.usf.edu/CitingSources
- Purdue University's Online Writing Lab (OWL):http://owl.english.purdue.edu/owl/resource/747/01/

To access additional resources, please visit the USF Writing Center website